

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: August 30, 2002

PAYROLL LETTER # 02-023
(CSU ONLY)

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief
Personnel/Payroll Services Division

RE: **PAYROLL WARRANT REGISTER**

PLEASE CHECK WITH YOUR ACCOUNTING OFFICE TO DETERMINE WHETHER THEY RECEIVE PAYROLL LETTERS. IF THEY DO NOT, PLEASE SHARE A COPY OF THIS LETTER WITH THEM. PAYROLL LETTERS MAY ALSO BE ACCESSED VIA THE INTERNET AT www.sco.ca.gov/ppsd/scoltrs.

In May 2002, the State Controller's Office (SCO) released Payroll Letter #02-017. The letter announced SCO's plan to discontinue providing the printed/hardcopy Payroll Warrant Register, Form CD38, effective January 2003. Payroll offices were requested to provide any questions or concerns to the SCO by June 30, 2002. The majority of the feedback received was positive. Discussions were held with campuses who expressed concerns about the plan and recommendations were made to remedy their issues.

Further, during June 2002, the SCO contacted each CSU Accounting Office to discuss the elimination of the hardcopy warrant register. From the discussions, it was determined that very few accounting staff use the warrant register. Those who do use the register agreed to make any necessary business practice changes.

Since very few concerns were raised, the SCO plans to proceed with the elimination of the paper copies of the Payroll Warrant Register in January 2003. Questions regarding this decision should be directed to Lisa Lobertini at (916) 327-3923 or via email at llobertini@sco.ca.gov.

RZ:LML:PMAB